

CITY OF HARTFORD



OFFICIAL INSTRUCTIONS

Community Development Block Grant (CDBG)

Application for Program Year 48 (FY2022-23)

Released: January 19, 2022

Submission Deadline: February 17, 2022 at 3:00PM

INTRODUCTION

The City of Hartford is designated as an Entitlement Community by the U.S. Department of Housing and Urban Development (HUD), and is allocated grant funds on an annual basis to meet the needs of the low-to-moderate income individuals through the Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnerships Program (HOME), and the Housing Opportunities for People with AIDS (HOPWA) Program. Under the City's 2022-23 CDBG program application process, eligible entities are invited to submit applications for Community Development Block Grant (CDBG) funding to carry out community development activities for the period July 1, 2022-June 30, 2023.

ELIGIBILITY

Eligible entities:

- Are community-based agencies that serve low- and moderate-income Hartford residents
- Possess proof of 501(c)(3) designation from the IRS at the time of application
- Are incorporated with the Secretary of State
- Possess a DUNS number at the time of application

Applications are initially screened for compliance with the HUD National Objective of *benefitting low- and moderate income-persons* and containing an *eligible activity*.

Eligible activities include, but are not limited to: employment, youth or senior activities, job creation or retention activities, business and microenterprise assistance.

Ineligible activities include, but are not limited to: purchase of equipment, operating and maintenance expenses, political activities, lobbying and income payments.

PRIORITY PROGRAMMING

In FY 2022-23, the City's allocation of CDBG funding for Public Service will prioritize Youth Development programming serving youth ages 10-16. Applications proposing other eligible activities consistent with the 2020-2024 Consolidated Plan will also be accepted and considered.

PUBLIC HEARING/TECHNICAL ASSISTANCE SESSIONS

The Office of Central Grants Administration will conduct two virtual Public Hearing/Technical Assistance Sessions to give an overview of the program, provide program application assistance and answer any questions about the applications and priorities. While attendance at either of the sessions is not mandatory, it is strongly suggested, as the application has been updated.

Session #1	Session #2
Virtual Wednesday, February 2, 2022 @ 2:30pm	Virtual Wednesday, February 2, 2022 @ 5:30pm

Completing the Application:

- **The CDBG application is a fillable PDF.** You will be requested to insert your answers **into the blue fields only**. As you progress through the application, you will see that some of the gray fields (including the organization name and requested amount in the header line) **will automatically fill in**.
- This new PDF version of the CDBG application will work best **if you open, complete, and save it using Adobe Acrobat XI Pro or Adobe Reader DC PDF software**. Earlier versions of the Adobe PDF software, or other PDF software, **may not be compatible** with all features in the application and may result in loss of functionality or unintended application errors. *Adobe Reader DC* can be **downloaded for free** from Adobe at <https://get.adobe.com/reader/>.
- When opening the CDBG application document, be sure to **open directly in Adobe Acrobat or Adobe Reader DC, not in your computer's internet browser window, tablet, or mobile device**. To open directly in *Adobe Acrobat* or *Adobe Reader DC*, right click on the file, select "Open With," and click "*Adobe Acrobat*" or "*Adobe Acrobat Reader DC*".
- **Every question must be answered**, even if only to insert "N/A" or "0." There is a tool at the end of the document that will help you to locate any blank fields and complete them. Panelists will be instructed to score in part based upon completeness, so **please make sure that every blank has been filled**. Some blanks require numbers, some require text. **In those requiring text, there is an indicated character limit, which includes both text and spaces**.
- **If a field is marked "N/A,"** panelists reviewing and scoring your application **will seek an explanation**. Section 8 of the application offers available space for this purpose. When writing your explanations, **please include a section or subsection number for each**.
- **Applicants are asked to attach Required Documents, and Optional Attachments**. Of these, Required Documents #1-8 **must be attached digitally** to the application PDF **using the application's "Attach Files" button**. Optional Attachments #1-4 can also be attached digitally to the application PDF using the "Attach Files" button. Required Document #9 (audit/financial report) **should** be submitted electronically – **only one printed hard copy of the financials is required with your application submission (detailed under "Submission Instructions")**.
- Note also that **four of the Required Documents** (City of Hartford 2019-20 Grantee Certification and Official Application Signature form, City of Hartford Tax/Financial Certification and Declaration of Delinquencies form, City of Hartford Maintenance of Insurance Certification form, and City of Hartford EEO Report form), listed as Required Documents #1-4 on the application, **can be downloaded on the Central Grants' website**. **These forms should be printed, signed in blue ink, and uploaded into the application individually using the "Attach Files" button**.
- When submitting the application electronically, **do not** print and scan the application itself. **If you print and scan the electronic application, files attached using the "Attach Files" button will be lost**. Instead, applicants are encouraged to use their PDF software to save a digital copy of the application to their computer before emailing or moving the file to a non-returnable flash drive for delivery.
- The following tables list the Required Documents and Optional Attachments, and indicates (1) whether the document should be attached to the Application using its "Attach Files" button, and also (2) whether a blank copy is included in the Certification Packet made available for download at <http://www.hartford.gov/grants/nofa>.

Required Documents	Attach Digitally to Application?	Included in Certification Packet?
1: City of Hartford Grantee Certification and Official Application Signature (signed and dated)	Yes	Yes
2: City of Hartford Tax/Financial Certification and Declaration of Delinquencies (signed and dated)	Yes	Yes

3: City of Hartford Maintenance of Insurance Certification (<u>signed and dated</u>)	Yes	Yes
4: City of Hartford EEO Report (<u>signed and dated</u>)	Yes	Yes
5: Organization's Board of Director's List (current as of application date)	Yes	No
6: Organization's 501(c)(3) designation from IRS	Yes	No
7: Organization's proof of incorporation from the CT Secretary of State	Yes	No
8: Organization's single audit report for its most recent fiscal year (ending 12/31/17 or 6/30/18); OR Organization's financial statement for the most recent fiscal year (ending 12/31/17 or 6/30/18)	No	No

Optional Attachments	Attach Digitally to Application?	Included in Certification Packet?
1: Program Lead Resume	Yes	No
2: Program Lead #2 Resume	Yes	No
3: Front Line Staff Resume	Yes	No
4: Finance/Administration Staff Resume	Yes	No

- **The total score obtainable through the questions will be 100 points.** The point totals for each numbered section, and the subtotals for each subsection, are indicated on the gray bars. Some sections are unscored, but are **required for the application to be considered complete**. The table on the following page summarizes the points available for each completed section and subsection:

SECTION	POINTS
1: Organization Contact Information	Unscored
2: About Your Organization	Unscored
3: Alignment to the City's Community Development Priorities	Unscored
4: About Your Program	31 points
4.1 Program Priority	Up to 1 point
4.2 Short Overview & Activity Description	Up to 10 points
4.3 Other Program-Specific Questions	Up to 10 points
4.4 Problem Statement	Up to 4 points
4.5 Unique Characteristics	Up to 6 points
5: Organizational Capacity	19 points
Resumes Attached	Up to 4 points
5.1 – 5.4 Staff Qualifications, specific positions	Up to 12 points
5.5 Other Organizational Capacity Questions	Up to 3 points
6: Measuring Results (6.1a OR 6.1b OR 6.1c)	30 points
2016-17 data (or Year 1)	Up to 10 points
2017-18 data (or Year 2)	Up to 10 points
2018-19 data (or Year 3)	Up to 10 points
7: Program Request and Budget	20 points
7.1 Program Funding Sources	Up to 6 points
7.2 Other Funding Sources	Up to 1 point
7.3 CDBG Request	Up to 3 points
7.4 Budget Narrative	Up to 6 points
7.5 Other Request and Budget Questions	Up to 4 points
8: Questions Left Unanswered	Unscored
9: Attachment Checklist	Unscored
10: Final Application Check	Unscored
TOTAL	100

- **Through February 16, technical assistance will be available** from the Office of Central Grants Administration, **by emailing or calling** Lionel Rigler (RIGLL001@hartford.gov) and Ronnie Vazquez (Ronnie.Vazquez@hartford.gov).
- **On February 17**, please note that **questions sent online may not be answered promptly due to the high volume of email traffic**. If you are seeking advice regarding the software or delivery of the application, **it will be best to call**, and to leave a voice message.

SUBMISSION INSTRUCTIONS

- Electronically submit the **original application, all required attachments, including your audit report or financial statement, with authorized signatures, on three-hole punched paper**. Signatures are **required** on the EEO Report, Grantee Certification, Maintenance of Insurance Certification, and Tax/Financial Certification and Declaration of Delinquencies forms. Review the instructions in the application with care.
- Submit **2 copies of the signed original application, with all required attachments except your audit report or financial statement, on three-hole punched paper**.
- **All materials (printed and electronic, by mail or hand delivery) must be received by February 17, 2022 at 3:00 p.m., in the Office of Central Grants Administration, City Hall, 550 Main Street, Room 302, Hartford, CT 06103. Applications received after this deadline will not be accepted.**
- **Central Grants Administration staff will not pre-review electronic submissions.**

AFTER YOU SUBMIT YOUR APPLICATION

- Staff of the Office of Central Grants Administration will screen all applications to ensure eligibility.
- Hole-punched copies, and financial documents, will be organized into reference books for use by the Mayor's Office, Court of Common Council, and Office of Central Grants Administration.
- The Tax/Financial Certifications and Declaration of Delinquencies form will be delivered to the Tax Division, and then to the Revenue Collection Division, for analysis; their results will be recorded in Parts 2 and 3 of the form.
- The Office of Central Grants Administration will review financials and other submissions received with the applications.
- Digital copies of applications will be prepared for review by panels and distributed digitally in advance of their meetings to allow for time to read and score.
- Panelists will read and score the applications, and staff of the Office of Central Grants Administration will record and calculate the composite scores for each application. It is anticipated panel meetings will conclude by the end of March.
- Summaries of the applications and panel evaluations will be compiled for review by the Mayor's Office.
- The Mayor will consider the application summaries, complete applications, HUD allocation information, and other guidance deemed appropriate to arrive at recommendations regarding the applications for funding.
- The Mayor's recommendations for funding will be submitted to the Court of Common Council (City Council) for review, and published in newspapers of record as required by HUD. It is anticipated this public notice will take place in early May.
- The Court of Common Council will hold a public hearing to receive public comment on the proposed allocations of funding. Timing of the hearing will be determined in Court of Common Council discretion.
- After due consideration according to its rules and procedures, the Court of Common Council will issue a resolution authorizing funding allocations. It is anticipated the resolution will be issued in mid-June. The resolution will be posted to the website of the Office of Central Grants Administration, and will indicate all those applicants which have received funding, as well as all amounts.
- The Office of Central Grants Administration will incorporate the results of the Council resolution into an

Annual Plan for Fiscal Year 2022-23, which will be submitted to HUD for approval on or before June 30, 2019.

- HUD will issue the results of its review of the Annual Plan within 60 days of its acceptance of delivery to the HUD Field Office. HUD commentary on the Annual Plan is anticipated to take place no later than early September.
- After the Annual Plan is approved, HUD will issue a contract to the City of Hartford officially awarding the CDBG funding. This may not take place until October. However, funded activities may begin July 1, the first day of the fiscal year, and applicants who have been approved for funding will be able to draw down funds in reimbursement of the approved costs of those activities, under the terms of their contracts for the fiscal year, once those contracts have been fully executed and the Federal funds made available to the City of Hartford.
- All CDBG funds are payable in reimbursement of actual costs expended in the provision of services, in accordance with all applicable Federal law, and **will not be advanced**.

MISCELLANEOUS REQUIREMENTS AND PROCEDURES

- An organization may only submit one (1) CDBG application for funding for each fiscal year. The application may contemplate several programs.
- Each section of the application must be completed as instructed. Do not leave any applicable questions blank, and do not omit any required authorized signature.
- Applications must be typed, and submitted **on the current year's form**. Prior year forms, or hand-written applications, will not be accepted.
- Budget justification must fully account for the sums requested.
- Board of Directors list must be current as of the application date.
- Audit reports or financial statements must reflect the applying organization's most recently completed fiscal year.
- **Applicants are required to complete only Part 1 of the Tax/Financial Certification and Declaration of Delinquencies**. You **do not** need to visit the Tax Division or Revenue Collection Division at City Hall.
- Equipment in the Office of Central Grants Administration is **not** available for the use of applicants, for copying, punching paper, clipping together application materials, or for any other purpose. Please make sure in advance that your submission is in proper form for delivery prior to the deadline.
- **If you expect to be late delivering your application, it will have no effect to call ahead. Applications arriving after the deadline will not be accepted.**